

Uniform Position Description Introduction

A goal of the Reengineering Effort for Organization and Management (REFORM) initiative is to assist managers and supervisors in the area of position management. A REFORM team has developed the following draft for a USAID position description form, designed for use for all categories of USAID employees, including direct-hire (Foreign Service, Civil Service, and Foreign Service National), personal services contractors (U.S. and Foreign Service National), and others. An actual prototype form, which will be available on a computer macro, is being developed. It will replace Optional Form 8, the Overseas Position Evaluation Form, Optional Form 298, and Scopes of Work.

This uniform PD will allow a supervisor to prepare a position description as soon as the need for a position is determined, without regard to how it eventually will be filled. This approach facilitates focusing on the results to be achieved through establishment of the position, rather than on the employment category. It also allows for filling a vacated position with any category of employee, with revision required only to the face sheet.

While the classification or job ranking standards used for various categories of employees will be different, the essential information needed for grade determination under any system will be addressed in the narrative portion of the position description (Sections 18 through 24).

(USAID LOGO)

1. Agency Position Description No.:
2. Employing Office Location:
3. Duty station:
4. Organization:
5. Reason for Submission:
 - () a. Redescription of PD No. _____, (include old title, series, grade)
 - () b. New Position
 - () c. Other (explain) _____
6. Fair Labor Standards Act: () Exempt () Non-exempt
7. Employment/Financial Statement Required: () Yes () No
8. Position can be multiple-encumbered: () Yes, how many _____
() No
9. Supervisory code: () Supervisory
() Team Leader
() Supervisory Team Leader
() Other
10. Position Sensitivity/ () Top Secret/High
Public Trust: () Secret/Medium
() Confidential/Low
11. Competitive Level Code: _____ (for Civil Service
competitive employees
only)
12. Supervisory Certification: I certify that this is an accurate statement of the duties and responsibilities of this position and that it is necessary to fulfill the functions of this organization.
Name, Title, and signature _____
13. Employee's signature: I acknowledge receipt of this Position Description and accept responsibility for fulfilling the duties as described.
Name and Signature _____
14. Classification Determination:
 - (a) Organizational/Functional Title:
 - (b) Official Position Title:
 - (c) Occupational Series Code and Grade:
 - (d) Classification Authority:
 - (e) Employment Category: () Foreign Service
() Civil Service (competitive)
() Foreign Service National
() US Personal Services Contractor
() Administratively Determined
() Schedule C
() Other: _____
15. Classifier's Certification: I certify that this position has been classified in accordance with appropriate standards.
Name, Title, and Signature _____

16. Remarks:

17. Major Duties and Responsibilities (include percentages of time on each major duty):
18. Knowledges/Skills Required (include language, education, and experience requirements as appropriate):
19. Supervisory Control Over Position:
20. Guidelines Used and Judgment Required in Their Application:
21. Complexity:
22. Scope & Effect of Position (including authority to make commitments and supervision exercised):
23. Nature, Level & Purpose of Personal Contacts:
24. Physical Demands and Work Environment:

Instructions for Completing Uniform PD

1. Enter number to be used by Agency for control purposes.
2. Enter geographical location by city and state or city and country.
3. Enter location if different from Item 2.
4. Enter the organizational location of the position, starting with the name of the Mission or Bureau and working down from there.
5. Check one.
 - a. "Redescription"--the duties and/or responsibilities of an existing position are changed.
 - b. "New Position"--self-explanatory.
 - c. "Other"--includes a change in title or occupational series without a change in duties or responsibilities, etc.
6. To be completed by classification authority.
7. To be completed by classification authority.
8. Check one; if yes, indicate number of incumbents
9. Check one.
10. Check one if applicable.
11. To be filled in by classification authority.
12. This certification is normally completed by the immediate supervisor.
13. This statement is signed by the incumbent.
14.
 - a. Organizational, functional, or working title--to be completed by requesting office.
 - b. From the applicable position classification standard or job ranking guide. For USPSC positions, the functional title may be repeated here--to be filled in by classification authority.
 - c. From the applicable position classification standard or job ranking guide. For USPSC positions, enter the GS grade equivalency--to be filled in by classification authority.
 - d. Office/individual responsible for the classification determination (i.e. M/HR/POD/PMC, Mission Executive Officer, or Post Personnel Officer)
 - e. To be filled in by classification authority.
15. This certification is completed by the official making the classification/job ranking decision.
16. This section may be used to note the standards or guides used to classify the position, for additional coding requirements, or for any other appropriate remarks.
17. Provide a statement of the important, regular, and recurring duties and responsibilities assigned to the position. This may be preceded by an introductory statement or paragraph that describes the general nature of the position and how it fits into the organization. If it is necessary to describe incidental or occasional duties, explain how often they

occur, for example, "once a month..." or "in the absence of...."

18. Explain the knowledges/skills required to perform the duties of the position and how they are used in doing the work. If selection of an FSN is an option, include the education, experience, and language requirements of the position, because these are vital elements of the Local Employee Position Classification process.
19. Explain how work is assigned, the employee's level of responsibility in carrying out the work, and how the work is reviewed. Provide the title of the immediate supervisor.
20. Identify the kinds of guidelines used in doing the work and the extent to which they are directly applicable or subject to interpretation.
21. Explain the nature of the assignment, the difficulty in identifying what needs to be done, and the difficulty and originality involved in performing the work.
22. Identify the purpose of the work and the impact of the work product.
23. Indicate the types and levels of persons contacted, the reasons for the contact, and the types of information exchanged.
24. Describe any unusual physical demands or circumstances which have an impact on the position, if applicable.